



International Va'a Federation Bid Document application for: World Distance Championships 2025

Time Frame:

February 2023	Bid Document circulated to all member countries
30 April	Bids due to IVF Board
20 May	IVF Board and Events and technical Committee to review Bids and go back to Bidders with any questions or suggestions by 20th May
30 May	Bid Countries to come back to IVF with any amendments
10 June	Bids received to go to countries to review
17 June (or suitable date before end of June)	Online meeting for Bid Countries to make presentations to All member countries (zoom) Member countries can ask questions of bidders Member countries Vote on the 2025 World Distance Championship and 2026 World Sprint Championship via zoom Successful bidders announced

This Bid document is designed to provide any IVF Member with the tools required to provide the necessary information and Detail to the International Va'a Federation for consideration of Bidding to host an IVF World Distance Championship event.

Potential hosts should work with the IVF Distance (Marathon) race rules for detailed clarification. (Please note that these rules are under review and may change)

Please complete all areas with as much detail as possible and feel free to expand the size of the answer boxes to complete your answer.

Should you have any questions regarding the Bid document please contact the IVF Secretary General (secretary@ivfiv.org)

Part One: Host information and History

Name of Host IVF Member/Country:	
Name of President of Host Organisation:	
Email Address:	

Name of key contact person for this Bid:	
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Email Address:	
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Website address of Host:	
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Current club & paddler numbers within your country:	
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Has your country hosted an IVF world Championship event previously? (If yes, when):	
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Please provide a brief history of the sport of Va'a in the member area:

Part Two: Proposed Location

Please identify the community and region where the event is proposed to be held:	
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Please describe the water course venue and attach a map of the proposed race venue. Please also describe the Weather, Tides and expected water conditions for the event.	
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Please provide at least 2 letters of support from the local Community:
Attached Y/N

Please provide in detail the plan that would be in place with regard to Transportation, Accommodation and logistics for teams and paddlers competing

The event should aim to attract a minimum of 1000 competitors with possibly over 1200 competitors attending. Total competitors and Spectators will likely be over 1500 individuals, Please provide in detail how you plan to support the numbers attending in terms of accommodation and logistics.

Please provide a list of accommodation available that is within 30 to 40 minutes driving distance of the race venue. Please list accommodation of varying types from hotel to school dorm or youth hostels.

Part Three: Dates and Duration

What are the proposed dates that you wish to host the event? You will need to cater for V6 and V1 racing This racing should ideally be held over no more than 7 or 8 days.	
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Please provide a rationale for the dates you have chosen <i>Please note: The event can not clash with the timing of either the Olympic, Paralympic, Pan Pacific , Pacific , Commonwealth games OR International</i>	
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*ICF Para Va'a events– This is to ensure no clashes for our members and maximum media coverage available.
Please note also: If your bid is successful, you must make special application to the IVF to change the dates originally applied for in this Bid Document.*

What is the local average temperature during the period of time you are proposing to host the event?
Please include rainfall, sunrise & sunset, tides (if applicable) and also prevailing wind at the venue during the period that you wish to host the event.

Please provide dates and detail for:

- Opening Ceremony
- Closing Ceremony
- Training days

Part Four – Culture

Culture is an intrinsic part of the sport of Va'a. From humble beginnings, our sport represents centuries of cultural practices that are significant to the indigenous cultures of the Pacific. Whilst the IVF World Distance Championships may be held outside of the Pacific, we acknowledge all cultures who embrace the sport and where possible show respect to the people of the land in the host nation.

Please provide details of the Cultural aspects of the event you propose to host:

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It has become a tradition to host a cultural Evening for guest nations to share their culture with each other. Please provide us with the date for the cultural evening at your event:

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Part Five – Site Planning and Infrastructure

Does the Course meet IVF Race Rule Guidelines	
Please provide a detailed course map and at least 1 alternative for inclement weather	
<p>Event host will rely on the IVF provided Race management system (known as “Race Manager”). This software integrates online entries with on-site race management. Event Host must utilize a results system as approved by the IVF .</p>	<p>You acknowledge and understand that this software system must be utilised Y / N</p> <p>You acknowledge and understand that the results system must be approved by the IVF and interface with Race Manager. Y / N</p>
<p>Acknowledge that it is the host’s responsibility to ensure personnel are trained in the use of ‘Race Manager’. Should no one be sufficiently trained, the IVF will provide someone who is trained in using the software at the cost of the IVF.</p>	Y / N
<p>The IVF will provide the successful host with the list of equipment required to run <i>Race Manager</i> no less than 12 months out from the event to ensure that the host has sufficient time to prepare all equipment required. Standard computer equipment and networking equipment may be rented locally. <i>If the host is unable to gather required equipment, IVF may be able to provide rent of equipment to support the event – computers, photo finish video, check-in stations with ID scanning capability .</i></p>	

Part Six: On Water, Safety, Doping and Para Va'a

<p>The number of Support craft that will be on the water during racing? Also the number of Official boats that will be on the water during racing?</p>	
<p>The number of Trained medics that will be available on site and on the water during racing?</p>	
<p>Please provide a detailed Safety Plan for the Event. Including identification of Risks and procedures to mitigate them.</p>	
<p>Paddler access to boat loading /launching– Please give a description of the access to water (dock, beach, Pontoon, etc.)</p>	
<p>Please provide a detailed plan for boat loading. How will paddlers load into and out of Va'a ? This should include access for Para Paddlers</p>	
<p>Please provide a detailed map of the venue and outline the spectator areas (Include in this map: Toilet facilities, Medical area, Paddler Check In, Boat Loading, Finish Tower)</p>	
<p>Please present information on your plan to coordinate with an in-country WADA-affiliate to be contracted in conjunction with IVF Medical Committee and IVF Anti-Doping program to perform collection and test lab processing. Please acknowledge that you have read and understood the IVF Anti-Doping Policy which is available http://www.ivfiv.org/anti-doping.html Please Acknowledge that you are aware that the Host are to cover 50% of cost of agreed Anti-Doping tests to</p>	

be performed during competition and related costs.

Please provide detail of the onsite medical services available for paddlers, staff, volunteers and spectators.

Please provide details of the security plan that you have in place for the venue throughout the duration of the event.

Part Seven: Communications

Please provide with this bid a communication plan. Communication plan should include:

Pre – event communication
Web presence
Media Access for out of area organizations, broadcast rights/contracts
Communication with IVF
Social Media
Live Streaming

IVF Website - The IVF shall maintain and set up the online entry component of the IVF website.

Each member country shall be given login access to complete their online entries to the event including paddler registration. ID Cards will be issued by the IVF and may include event logo, etc. The cost of ID cards will be billed to the host by IVF.

Race Entries:

The race entry procedure and time frames must be as per the IVF stipulated timeframe. These shall be communicated to the host on acknowledgement of successful application.

Part Eight: Marketing

Do you have a Marketing and Sponsorship Plan	Y / N (if yes please include)
Please include with this application a copy of the event logo <i>if already designed</i>	

Part Nine: Race Equipment

Please list:

- **The number of V6 you plan to provide for the Event**

Please note you will need to provide enough canoes to meet the number entries in each category.

Canoes must be of the same design and weight for each event category

Note:

Each member country may enter 1 team per age category (Junior, Open & Master) Men and Women.

If 30 Countries enter all Divisions then the numbers of V6 teams will be the below divisions x 30 x Male and female:

Junior 16

Junior 19

Open

Master 40

Master 50

Master 60

Master 70

Master 75

Master 80

Para Mixed

In order to race within a 7 day time frame some divisions may need to be combined.

If divisions are combined Race starts must be staggered

2 spare V6 is recommended incase of damages during racing

- **The number of V1 you plan to provide for the event**

Please note you will need to provide enough canoes to meet the number entries in each category.

Canoes should be of the same design and weight

Note:

Each member country may enter 1 paddler per age category (Junior, Open & Master) Men and Women.

If 30 Countries enter all Divisions then the numbers of V1 paddlers will be the below categories x 1 male and 1 female per category:

<p>Junior 16 Junior 19 Open Master 40 Master 50 Master 60 Master 70 Master 75 Master 80 Para</p> <p><i>In order to race within a 7 day time frame some divisions may need to be combined. If divisions are combined Race starts must be staggered</i></p> <ul style="list-style-type: none"> • <i>Two spare Va'a are recommended for V1 and V6</i> 	
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<p>Will the fleet of Va'a be new or will they be existing Va'a? If utilizing existing equipment, what procedure will be in place to ensure consistency of Va'a provided?</p>	
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<p>What design/model of Va'a will you be using? Does the model of Va'a meet IVF rules? (see rules) Important: All V6 must have Spray Skirts available to be fitted should they be required for racing.</p> <p><i>Please note: If this bid is successful, you will need to seek permission from the IVF if you wish to change the model of Canoe approved within this Bid.</i></p>	
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<p>Adaptive paddler (Para Va'a) equipment: Please provide detail around catering for adaptive paddlers. Access to water, facilities and Equipment. <i>Note that Adaptive paddler's seats must fit in/on Va'a (V1) so Va'a must have bench seats.</i></p>	
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<p>The host acknowledges that they must budget 50% of the cost of ensuring that at least three ICF qualified adaptive Para Va'a Classifiers will be onsite to carry out classifications. 50% of all costs of classification are to</p>	Y / N
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be met by the hosts and itemized in the bid budget.	
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Part Ten: Event organisation

The host acknowledges the need to work with the IVF Event organising committee to plan :	Y / N
<ul style="list-style-type: none"> ● Registration & Paddler Check in Systems ● Race course ● Officials ● Timing and Video review equipment and set up ● Race Schedule ● Medals 	
Medals	Y / N
<p>It is the Host responsibility to supply all the event Medals. The design must be approved by the IVF.</p> <p>The IVF will provide hosts with the number of medals required.</p>	
IVF produces ID cards for all competitors.	Acknowledgement of this process. Y / N
<p>The cost of the ID cards is then invoiced to the Host as an event cost.</p> <p><i>The cost of these cards is typically \$1.50 US per card.</i></p> <p>The host has the option of placing sponsor logos on the ID Cards. The IVF will confirm the final design of the card with the host country</p>	
Protests	
<p>The Protest and Appeals committee will be organized by IVF. The host is responsible for providing mandatory video recording where possible for review purposes for the infractions committee.</p>	

Insurance: The successful Host must obtain sufficient insurance to ensure that the event organisers, officials, volunteers and the IVF are covered for any indemnity as per the laws of the host country

Part 11: Volunteers and Officials

<p>Please provide us with the number of volunteers /Officials you will be planning on having at the event</p> <p>6 months prior to the event, the IVF will provide you with a list of officials that the IVF will provide. The host is encouraged to incorporate international officials and work alongside the IVF to identify areas such as finish line judging, manual timing, spotting starters, check in area, turn judging etc. where specific expertise can be utilized.</p>	<p>Please note that in recent IVF World Distance events the following areas have required no less than the following numbers – (this should give you an idea of numbers required):</p> <ul style="list-style-type: none"> ● Race Director (1 Person – Approved by IVF) ● Registration and Paddler Check in – 8 people ● Boat Loading/unloading – 5 to 10 people ● Commentary and Race calling - 2 to 4 people (Note: race calls must be done in English and French, at a minimum) ● Finish officials – 4 people ● Race Manager programme application - 2 people ● Results collating – 2 people ● Results (posting of results and progressions) – 2 to 4 people ● On the water Start Boat – 1 Boat with minimum 2 people ● On the Water Officials/Safety – sufficient boats to ensure all paddlers safety boats with minimum 2 people onboard each one. ● Translator – at least 1 Person (2 recommended) with multiple language skills (English, French, Spanish)
<p>Officials</p> <p>Are your key on water and tower officials trained? What experience do they have?</p> <p>Do you require IVF support for providing officials in any key areas</p> <p><i>Please note that: Associated costs of IVF Officials or training should be covered by host.</i></p>	

Part 12: Hosting of guests and officials:

<p>The Host has a responsibility to ensure:</p>	<p>IVF Officials The host must provide an area for IVF Officials to situate throughout the event The number of IVF Officials is approximately 12</p> <p>Area Co-ordinators The Host acknowledges that they must provide an area for Area Co-ordinators to base themselves throughout the event – this area should be within close proximity to the Results /Tower area. Area co-ordinators should have access to Power and printing facilities.</p> <p>VIP's The Host must allocate an area for VIP individuals or groups that attend this event.</p>
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Part 13: Sponsorship

Outlines	
The Event is known as the '2025 International Va'a Federation World Distance Championships'	
The letters 'IVF' can be used to replace the Words 'International Va'a Federation'	
The Date/Year may appear at the start or end of the name.	
The IVF World Distance Championship is owned by The international Va'a Federation.	
The Host – (2025) may seek Sponsors and partners for the event.	Preference: Sponsorship and commercial logos should appear secondary to the event name and IVF Logo. And should be referred to as <i>Supported by (Sponsor)</i> or <i>in partnership with (Sponsor)</i> or <i>Brought to you by (Sponsor)</i>
No sponsorship should impact negatively on Member countries team sponsorship arrangements.	
Member Country Uniforms should be clean of all sponsors and branded names.	With the exception of small clothing manufacturer logo (Nike, Adidas etc)
The IVF and the host enter into a contract to ensure clear understanding of Sponsorship outlines and other event requirements.	
Sponsors logos can appear on merchandise but countries are not expected to put on country/club uniforms.	
Sponsors or potential sponsors should meet IVF ethical standards	Eg: No Tobacco or drug sponsorship

Part 14: IVF Solidarity/Charity Programme Policy

- Moving forward the IVF will [formally invite and allow the IVF Member host of the IVF World Sprint Championships and/or IVF World Distance Championships (the "Host") to recognize a charitable organization (the "Charitable Organization") generally or in respect of a specific charitable project within their country.
Note: "Host" is the IVF Member Federation
- The Host may only provide, or announce to provide, any kind of support to a charitable or other organization in connection with any IVF event, subject to IVF's prior written consent. The granting of such written consent shall be at IVF's sole and unrestricted discretion.
- In order to obtain IVF's consent, the Host shall, in particular:
 - provide IVF with the registered charity number of the relevant Charitable Organization or, in case no registration number exists in the Host country, such other equivalent evidence demonstrating its recognition as charitable organization by the competent governmental body or public authority, in each case in form and substance satisfactory to IVF;
 - provide IVF with any other evidence, document or information as IVF may reasonably request in order to assess, in particular, (i) the charitable purpose of the Charitable Organization and (ii) the appropriate and orderly management of funds and collections in connection with intended project of the Charitable Organization to be supported by the IVF and the Host, and
 - provide IVF with satisfactory evidence demonstrating that at all times a clear and accurate allocation of funds to the Charitable Organization is ensured. In particular, funds relating solely to the IVF World Sprint Championships and/or IVF World Distance Championships must not be commingled with funds relating to charitable project of the Charitable Organization.
- The Host must sign a formal agreement with the Charitable Organization that confirms, among others, that 100% of the funds collected will benefit the charitable purpose of the Charitable Organization and provide a copy of such agreement (prior to signing) to the IVF.
- The Host may fund-raise on behalf of the Charitable Organization before, during and up to 30 days following the close of the IVF World Sprint Championships or the IVF World Distance Championships (as the case may be) they are hosting.
- The Host shall by no later than 60 days after the IVF World Sprint Championships or the IVF World Distance Championships (as the case may be) provide the IVF with a report detailing the funds contributed to the Charitable Organization in connection with such relevant IVF event.
- The International Va'a Federation reserves the right to withdraw the Solidarity Programme and cease all connection with the Charity if there are signs the organization is not properly conducting itself. It is at the IVF's Discretion to determine whether the organisation is conducted properly.

Part 15: Finance

Please provide a detailed budget for the event – The budget should include proposed income and expenditure

- A budget template is provided for you to use

Note: It is important to note here that if the host requires IVF staff/officials to operate any of the Race Office functions, expenses related to either all or a portion (determined by negotiation with IVF) of those expenses are to be covered by the host.

Note: It is 50/50 the hosts and IVF responsibility to ensure that a minimum of Three (3) ICF/IVF qualified Classifiers are present at the event to fulfil all aspects of Para Va'a classification. The Host is responsible for 50% OF the Classifiers Travel and Accommodation expenses.

Note: It is 50/50 the hosts and IVF responsibility to cover to cover the airfare and accommodation of the IVF Medical official who will oversea anti-doping procedures.

All expenses associated with the running and staging of the World Distance Championship are the sole responsibility of the Approved Hosts. The International Va'a Federation shares no liability in event costs.

Part 16: Successful Bid

The Successful bid host must:

- Organise for 2 IVF Board delegates to visit the race site no later than 6 months prior to the event. The IVF Board delegates shall then prepare a report to the Board and membership on the developments of the event. (these delegates should not be from the host country)
- Notify the IVF Events and Technical Committee immediately if any changes are to take place that differ from the original Bid Document as approved.
- Any proposed changes to the original Bid must be approved by the IVF Executive before they can be confirmed.
- The successful bid Host agrees to meet all financial obligations.
- Must comply and adhere to all IVF Race rules.
- Must provide the IVF Events and Technical Committee with an event planning update, 12months, 6 months and 3 months out from event.

Part 17: Post Event

The host member must provide the IVF with an event report no later than 6 months after the event .

The report must contain the following:

- Summary overview of event
- Completed Survey of competitors
- Completed Finances (Showing Profit and Loss and relation to original Budget)
- An incident report – should any incidents take place
- Learnings and recommendations for future hosts

The IVF will provide a post event reporting form once the bid is successful.

Part 18: Legacy

Please provide us with an idea of the legacy that will be left behind should this bid be successful. How will this event impact positively of the Va'a community in your area and the community at large.

Part 19: Race Rule Changes

Any Race Rule Changes approved by the IVF Board up to one year prior to the delivery of the event, must be incorporated into the final event programme unless specific hardship can be claimed and dispensation from the IVF Board sought in complying with a rule update.

IVF responsibilities:

The International Va'a Federation will:

- Set Entry Fees
- Entry Deadlines
- Set up online entries for the event
- Collect Entry Fees for the event and distribute host % as agreed by both parties.
- Produce race schedule and Lane draw
- Collect fees for Scratches, Protests and Appeals
- Contract with the identified WADA Affiliate for Anti-Doping test program
- Pay 50% of cost of agreed Anti-Doping tests to be performed during competition and related costs
- Pay 50% of cost of agreed Para Va'a Classification related costs
- Provide Race Manager System, race data and expertise in running the system.
- Split Event Entry fees with the Hosts Country 40/60 (40% to IVF) (Note current Entry fee is set as \$150US per person)

IVF will prepare and enter into a contract with the successful host that further outlines host and IVF responsibilities and obligations.

BID Document Checklist: (Please ensure you have completed and attached all parts of this bid before sending)

All Parts of this Bid Document are complete	
Completed budget is attached	
Map of race course attached	
Map of Venue attached	
2 letters of support from local community attached	
Communication plan attached	
Marketing and Sponsorship Plan attached	
All other documents as requested	

Please email the completed Bid Documents to IVF Secretary : secretary@ivfiv.org

SIGNED on behalf of Host Country:
Name:
Date:

Office Use Only: Application Received:
Name:
Date: